



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-686

PAGE NO.

1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

AUDITOR'S OFFICE

ALL DIVISIONS

AGENCY

DIVISION

ITEM
NO.

DESCRIPTION

RETENTION

THIS SCHEDULE SUPERSEDES SCHEDULE C513-A

1.

AUDIT WORKPAPERS

These files contain audit guidelines, workpapers, schedules and correspondence required to complete routine and special internal audits, including monthly bank reconciliations, vouching file, general fund, inventory, revenue division, capital improvement fund, etc. Also, included are documentation relevant to Charter and Grant Audits. The information in these files is not available from any other agency or department.

Purge of all non-record material before transfer to Records Management. Retain for fifteen (15) years, then destroy.

2.

CHECK RECONCILIATION

These files consist of data processing printouts and contain a chronological, numerical list by check number. They are printed monthly. The magnetic tapes are forwarded from bank and developed showing cleared and outstanding checks and forwarded to the Office of Finance for reconciliation. They are divided as follows:

Retain for fifteen (15) years, then destroy.

- A. Payroll Check Account (prior to 1973, reconciliation is included in workpapers)
- B. Disbursement Check Account - prior to 1972, reconciliation is included in workpapers
- C. Employee's Retirement Account - Prior to October 1981 reconciliation is included in workpapers. A copy of this record is also forwarded to Office of Finance, Retirement Section

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

3/24/92 Sherald A. Turek
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

3/30/92 [Signature]
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

3/23/92 Stephen L. Krichman
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

5/23/92 [Signature]
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.
C-686

PAGE NO.
2 of 3

ITEM NO.	DESCRIPTION	RETENTION
3.	<u>AUDITOR'S RECIPIENT LISTING</u> As required by the Baltimore County Code, the Auditor maintains an annual list of all payments to individuals and vendors, excluding payrolls. The Recipient Listing provides the basis for developing and complying with the above requirement and includes the check number, date, amount, code, Vendor Number, and Social Security Number.	Retain for fifteen (15) years, then destroy.
4.	<u>VOUCHER LISTING</u> This file contains a listing of vouchers selected for testing and verification and it may include audit remarks and cross-reference to other audit papers, including audit information related to Charter and Grant Audit.	Retain for fifteen (15) years, then destroy.
5.	<u>EMPLOYEES EARNINGS RECORDS</u> The original Employees Earnings Records are maintained by the Office of Finance. The Auditor's copy represents a duplicate, for convenience.	Non-Record. Retain until no longer needed, then destroy.
6.	<u>FINANCE OFFICE - FINANCIAL SYSTEMS FILES</u> The original Financial System Files are maintained by the Office of Finance. The Auditor's copy represents a duplicate retained in this office for convenience.	Non-Record. Retain until no longer needed, then destroy.
7.	<u>GENERAL CORRESPONDENCE AND ADMINISTRATIVE FILES</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
8.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.
C-686

PAGE NO.
3 of 3

ITEM NO.	DESCRIPTION	RETENTION
9.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).	Retain for one (1) year, then destroy.
10.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
11.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
12.	<u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page 1 of 12

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Auditor's Office

All Divisions

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Audit Workpapers

1987 TO Present

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contain audit guidelines, workpapers, schedules and correspondence necessary for routine and
special internal audits, such as internal audits, including monthly bank reconciliations,
vouching files, ganeal fund, invetory, revenue divioion, capital improvement fund, etc.
All documetation relevant to Charter and Grant Audits may be included. They are original and
are not duplicated in any other agency.

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

5 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

1 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

1 year
NUMBER

☐ MONTH(S)

☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office

Room 221
400 WASHINGTON Avenue Towson, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s)

16. AUDIT REQUIREMENTS

☐ NONE

☐ STATE

☐ FEDERAL

☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for fifteen years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Lauren Smelkinson Auditor

887-3193

03/16/92

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

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Auditor's Office

All Divisions

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Check Reconciliations

1990 TO Present

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Data processing printouts listing checks numerically. Issues monthly. The tapes are forwarded
from bank and developed showing cleared and outstanding checks and forwarded to the Office
of Finance for reconciliation.

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☒ OTHER(SPECIFY) Green bar
Print Outs

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office

Room 221

400 Washington Avenue Towson, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s)

16. AUDIT REQUIREMENTS

☐ NONE

☐ STATE

☐ FEDERAL

☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for fifteen years, then destroy.

19. NAME AND TITLE OF PREPARER

Lauren Smeltzer - Auditor

20. TELEPHONE NUMBER

887-3193

21. DATE

3/16/92

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

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Auditor's Office

All Divisions

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Auditor's Recipient Listing

1970 to Present

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

As required, the Auditor maintains an annual list of all payments to individuals and vendors,
except payroll. The listing provides the basis for developing and complying with the above
requirements and includes the check number, date, amount, code, Vendor no., and S.S. number.

7. RECORDS SERIES FORM(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

4 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

20 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☒ YEAR(S)

1
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office

Room 221

400 Washington Avenue Towson, Maryland 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s)

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain for fifteen years, then destroy.

19. NAME AND TITLE OF PREPARER

Lauren Smelkinson

20. TELEPHONE NUMBER

887-3193

21. DATE

4/9/92

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Auditor's Office

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DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

Voucher Listing

5. EARLIEST YEAR/LATEST YEAR

1977 to Present

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contains a listing of vouchers selected for testing and verification, it may include audit
remarks and cross-reference to other audit papers, including audit information related to
Charter and Grant Audit.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY

10. VOLUME

☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

3
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Room 221

400 Washington Avenue Towson, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for fifteen years, then destroy.

19. NAME AND TITLE OF PREPARER

Lauren Smeltzer

20. TELEPHONE NUMBER

887-3193

21. DATE

4/9/92

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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Auditor's Office

All Divisions

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Employees Earnings Records

1 TO

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The original records are maintained by the Office of Finance. The Auditor's copy represents
a duplicate, for convenience.

7. RECORDS SERIES FORM(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☒ OTHER(SPECIFY)

Microfiche

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ Social Security #
NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

1 NUMBER ☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

4 NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Room 221

400 Washington Avenue Towson, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES

☐ NO

Records Management,
Office of Finance
& Personnel

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

Generated Quarterly, by Social Security #.

18. RECOMMENDED RETENTION

Retain until no longer needed,
then destroy.

19. NAME AND TITLE OF PREPARER -

Lauren Snellman

20. TELEPHONE NUMBER

887-3193

21. DATE

4/9/92

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

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Auditor's Office

All Divisions

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Financial Systems Files

1990 to Present

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The original files are maintained by the Office of Finance. The Auditor's copy represents
a duplicate retained in this office for convenience.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL - by Account Code

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Room 221

400 Washington Avenue Towson, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES

☐ NO

Finance, Budget

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

Account Code

18. RECOMMENDED RETENTION

Retain until no longer needed, then
destroy.

19. NAME AND TITLE OF PREPARER

Lauren Smelkinson-Auditor

20. TELEPHONE NUMBER

887-3193

21. DATE

3/31/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>12</u>	
1. DEPARTMENT/AGENCY <i>Auditors Office</i>		2. DIVISION <i>All divisions</i>		3. UNIT	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Administrative and General Correspondence				5. EARLIEST YEAR/LATEST YEAR <u>1991</u> TO <u>1992</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Subject</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER _____ NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Alphabetical by subject			18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business. Directives policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.		
19. NAME AND TITLE OF PREPARER Lauren Smelkinson-Auditor		20. TELEPHONE NUMBER 887-3193		21. DATE 3/31/92	

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY

Auditors Office

2. DIVISION

All Divisions

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

UNOFFICIAL PERSONNEL FILES

5 EARLIEST YEAR/LATEST YEAR

1990 / 1991

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

NUMBER 1

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

NUMBER 1

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

9. NAME AND TITLE OF PREPARER

Lauren Smelkinson Auditor

20. TELEPHONE NUMBER

887-3193

21. DATE

3/31/92

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Auditors Office

2. DIVISION

All Divisions

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

LEAVE AND TIME SHEETS

5 EARLIEST YEAR/LATEST YEAR

1991 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

This file contains office copies of employees annual leave and daily time recordings.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Finance - Payroll division & Personnel

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for one year, then destroy.

Employee Name

9. NAME AND TITLE OF PREPARER

Lauren Smelkinson

20. TELEPHONE NUMBER

887-3193

21. DATE

3/31/92

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Auditors Office

2. DIVISION

All Divisions

3. UNIT

DEFINITION - RECORD SERIES *A* group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

BUDGET RECORDS

5. EARLIEST YEAR/LATEST YEAR

1986 Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Annual Budget Submissions
Monthly Budget printouts
Workpapers

7. RECORDS SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☒ OTHER (SPECIFY)
FY

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)
1
NUMBER

10. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)
1
NUMBER

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1*
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- ☒ YES ☐ NO (If Yes, Specify Agency or Office)
Budget Office

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain annual submissions for five years, then, destroy. Retain all other papers for two years, then destroy.

9. NAME AND TITLE OF PREPARER

Lauren Smelkinson Auditor

20. TELEPHONE NUMBER

887-3193

21. DATE

3/31/92

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Auditors Office

2. DIVISION

All Divisions

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

GENERAL ACCOUNTING RECORDS

5 EARLIEST YEAR/LATEST YEAR

1988 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Files contain office copies of:

Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

1 NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

1 NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Partially in
Finance, Purchasing,

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ YES ☐ NO

By vendor name, account

18. RECOMMENDED RETENTION

Retain for three years, then destroy.

9. NAME AND TITLE OF PREPARER

Lauren Smelkinson Auditor

20. TELEPHONE NUMBER

887-3193

21. DATE

3/31/92

Instructions TYPE OR PRINT A
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AGENCY RECORDS INVENTORY

PAGE 12 OF 12

1. DEPARTMENT/AGENCY

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3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

FIXED ASSETS FILE

5. EARLIEST YEAR/LATEST YEAR

1990 Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Fixed asset printouts (including vehicles)

IRA Forms (office copy)

Lost/stolen forms (office forms)

Surplus forms (office forms)

Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)

☒ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Fixed Assets - Central Services

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

by county fixed asset administrator

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ YES ☐ NO

Date:

18. RECOMMENDED RETENTION

Retain fixed asset Printout for one year, then destroy.

Retain all other completed forms for three years, then destroy.

9. NAME AND TITLE OF PREPARER

Lauren Smelkinson - Auditor

20. TELEPHONE NUMBER

887-3193

21. DATE

4/9/92